




2017 EMPG Application Workshop



Emergency Management Performance Grant Program

Overview

EMPG Overview

- **What's In A Name?**
- **Funds Origin**
- **Program Purpose**
- **Program Objective**
- **Eligible Applicants**
- **Cost Share/Match**



EMPG Overview

What's In A Name?

EMPG is an acronym for the following:

Emergency Management Performance Grant (EMPG) Program



EMPG Overview

Funds Origin:

EMPG Program funds are of federal origin and are provided to California by the

U.S. Department of Homeland Security (DHS)

Federal Emergency Management Agency (FEMA)



FEMA

EMPG Overview

Federal NOFO:

- DHS FY17 Emergency Management Performance Grant Program — Notice of Funding Opportunity (NOFO)
- The NOFO is the base authority for the EMPG Program

The U.S. Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year (FY) 2017 Emergency Management Performance Grant (EMPG)

NOTE: Eligible recipients who plan to apply for this funding opportunity but who have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), should take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. New registrations can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes Taxpayer Identification Number (TIN) validation with the Internal Revenue Service (IRS) and Commercial and Government Entity (CAGE) validation assignment with the Department of Defense. This timeframe may be longer if the information you provide is flagged for manual validation by either party. If you notice your registration has had a "Submitted" status for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8120 or <http://www.fed.gov>. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, [Content and Form of Application Submission](#).

A. Program Description

Issued By:
U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Catalog of Federal Domestic Assistance (CFDA) Number:
97.042

CFDA Title:
Emergency Management Performance Grant (EMPG)

Notice of Funding Opportunity Title:
Emergency Management Performance Grant

NOFO Number

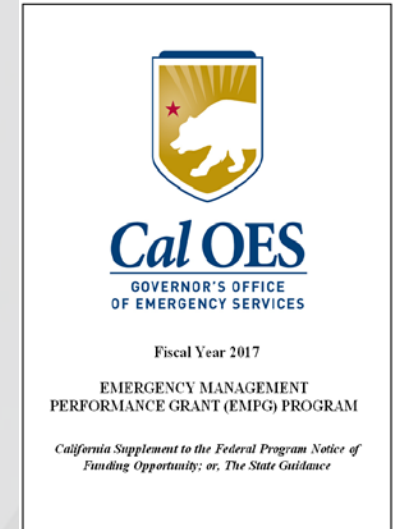
Grant Program Title	NOFO Number
EMPG – Region I	DHS-17-GPD-042-01-01
EMPG – Region II	DHS-17-GPD-042-02-01
EMPG – Region III	DHS-17-GPD-042-03-01
EMPG – Region IV	DHS-17-GPD-042-04-01
EMPG – Region V	DHS-17-GPD-042-05-01
EMPG – Region VI	DHS-17-GPD-042-06-01

Page 1 of 52
FY 2017 EMPG

EMPG Overview

State Supplement:

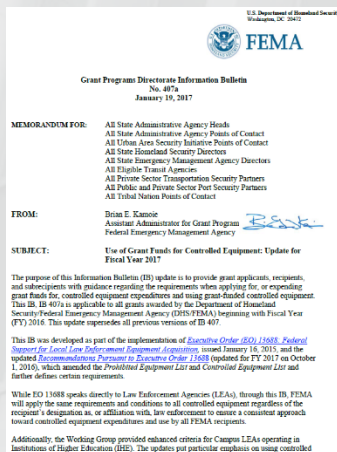
- Cal OES FY17 EMPG Program — California Supplement to the Federal Notice of Funding Opportunity; or, The State Guidance
- The State Guidance is the authority document for California's EMPG Program



EMPG Overview

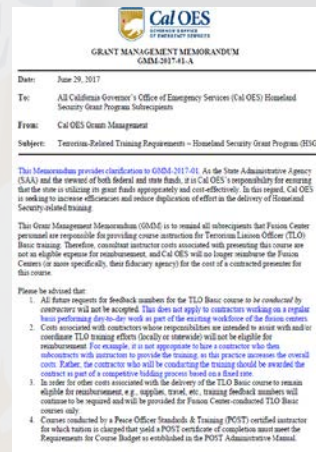
Other Federal Authority Documents: DHS Information Bulletins (IBs)

Provide updates, clarification, and requirements throughout the life of the grant



Other State Authority Documents: Grant Management Memorandums (GMMs)

Issued by Cal OES to provide additional information on EMPG Funds



EMPG Overview

EMPG Program Purpose:

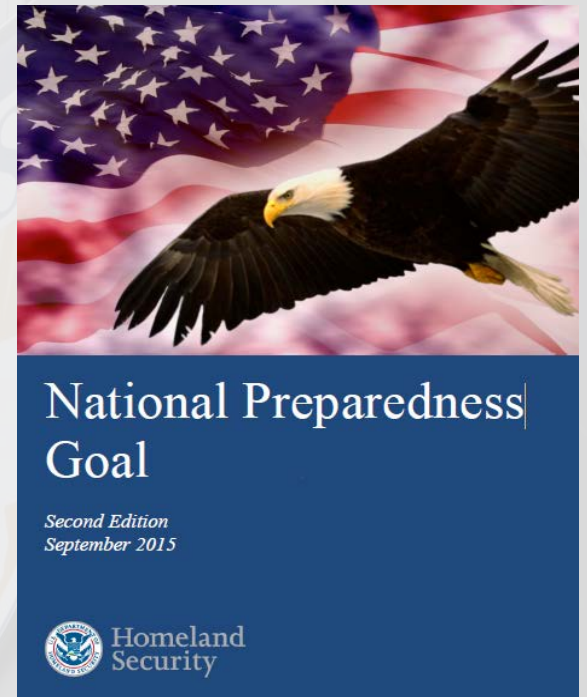
To assist **state, local, and tribal governments** in preparing for all-hazards.



EMPG Overview

EMPG Program Objective:

To support a comprehensive, all-hazards emergency preparedness system by building and sustaining the core capabilities contained in the National Preparedness Goal (NPG).



EMPG Overview

Eligible Applicants for Cal OES EMPG Funds:

- 58 county Operational Areas (OAs)
- Counties may contract with public or private organizations – i.e. pass through to subrecipients



EMPG Overview

Cost Share/Match Contribution:

A **dollar-for-dollar** cost match is required under the EMPG Program.



Types of Match

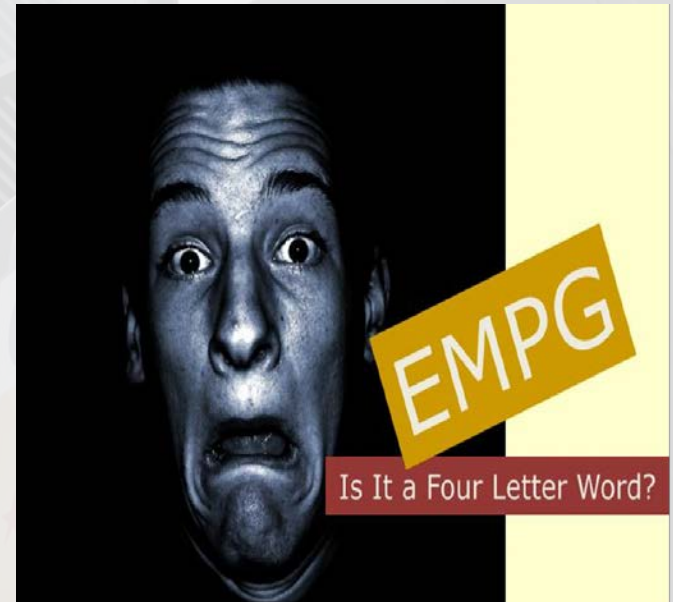
- **Cash (Hard) Match** = Non-federal cash spent for project related costs, according to the grant program guidance.
- **In-Kind (Soft) Match** = The value of something received or provided by a third-party that does not have a cost associated with it.

Pulse Check



What does EMPG Stand for?

Emergency
Management
Performance
Grant



Pulse Check



How much Cost Share/Match contribution does the EMPG require?



A dollar-for-dollar cost match is required under the EMPG Program.

Pulse Check




What are the two types of Match?



1) Cash (Hard) Match = *Non-federal cash spent for project related costs, according to the grant program guidance.*

2) In-Kind (Soft) Match = *The value of something received or provided by a third-party that does not have a cost associated with it.*



Emergency Management Performance Grant Program

Allowable Activities

Allowable Activities

POETE

- Planning
- Organization
- Equipment
- Training
- Exercises
- Maintenance & Sustainment
- Construction & Renovation
- Management & Administration
- Indirect Costs



Allowable Activities

EMPG Allowable Costs:

- Found in Federal NOFO
 - Appendix B – FY 2017 EMPG Funding Guidelines
 - Pages 33 – 44

Appendix B – FY 2017 EMPG Funding Guidelines

Allowable Costs

Appendix B – FY 2017 EMPG Funding Guidelines

Allowable Costs

Management and Administration (M&A)

M&A activities are those defined as directly relating to the management and administration of EMPG funds, such as financial management and monitoring. It should be noted that salaries of state and local emergency managers are not typically categorized as M&A, unless the state or local EMA chooses to assign personnel to specific M&A activities.

If the SAA is not the EMA, the SAA is not eligible to retain funds for M&A. M&A costs are allowable for both state and local-level EMAs. The state EMA may use up to five percent (5%) of the EMPG award for M&A purposes. In addition, local EMAs may retain and use up to five percent (5%) of the amount received from the state for local M&A purposes.

as described in 2 C.F.R. § 200.414. With the negotiated indirect cost rate as described in 2 C.F.R. § 200.414, a copy of the approved rate (a copy of the approved rate) is required to be submitted to FEMA before indirect costs are charged to the

of the whole community for disasters and emergency response costs.

for partnerships, including innovation for disaster areas identified in the Goal of the community Council that brings together community members to provide input on emergency operations, alert and warning systems, and other plans;

- assist in outreach and education of community members in preparedness activities; and build volunteer capability to support disaster response and recovery
- Delivering the CERT Basic Training Course and supplemental training for CERT members who have completed the basic training, the CERT Train-the-Trainer Course, and the CERT Program Manager course (strongly encouraged)
- Information on Citizen Corps Whole Community Councils and CERT programs can be found at: <http://www.ready.gov/citizen-corps> for Citizen Corps Whole Community Councils and at <https://www.fema.gov/community-emergency-response-teams>

In addition to the Citizen Corps Whole Community Councils and CERT programs, the following preparedness programs are allowable expenses:

Allowable Activities

Planning

EMPG Program funds may be used to develop or enhance emergency management planning activities.

Examples include:

- Emergency Management/Operations Plans
- Communications Plans
- Continuity of Operation (COOP) Plans
- Continuity of Government (COG) Plans
- Whole Community Engagement/Planning

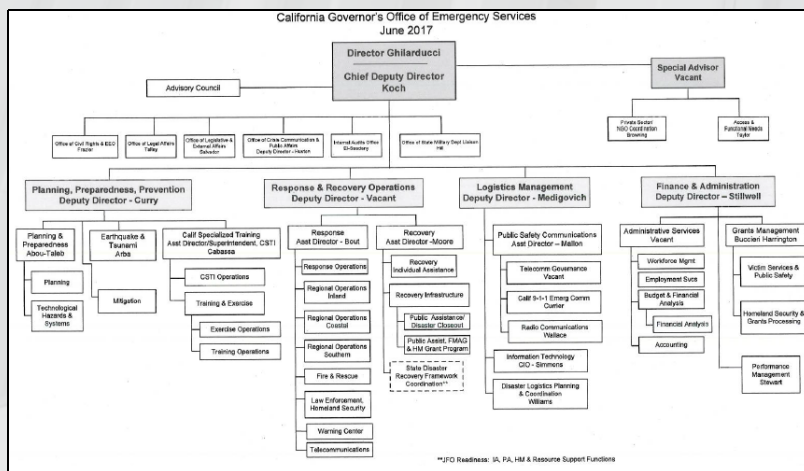


Allowable Activities

Organization

EMPG Program funds may be used for —

- All-hazards emergency management operations
- Staffing: Personnel costs, including salary, overtime, time off, and benefits
- Other day-to-day activities in support of emergency management



Allowable Activities

Equipment

EMPG Program funds may be used for equipment acquisition. Allowable equipment includes only items identifiable as EMPG-eligible on the FEMA Authorized Equipment List (AEL):

- Personal Protective Equipment (PPE) (Category 1)
- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)

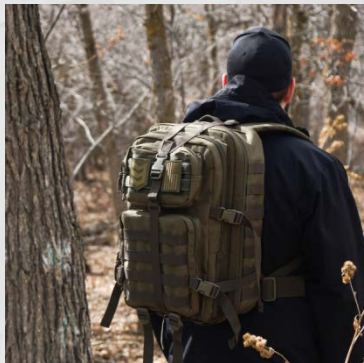
<https://www.fema.gov/authorized-equipment-list>



Allowable Activities

Equipment (Continued)

- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

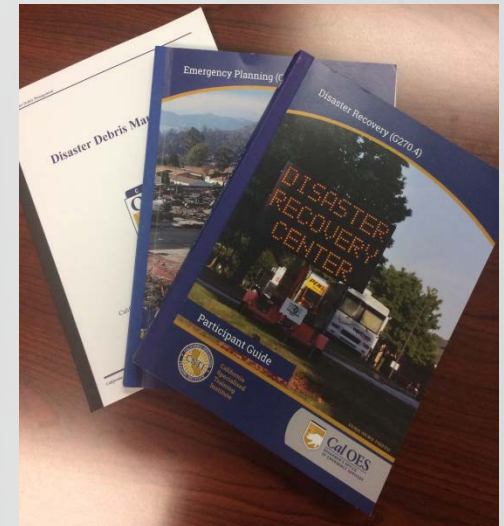


Allowable Activities

Training

EMPG Program funds may be used for a range of emergency management-related training activities.

- Develop, Deliver, and Evaluate Training
- Materials and Supplies
- Travel costs
- Hiring of Full or Part-Time Staff or Contractors/Consultants



Allowable Activities

Exercise

Allowable exercise-related costs include:

- Design, Develop, Conduct, and Evaluate an Exercise
- Materials and Supplies
- Travel costs
- Hiring of Full or Part-Time Staff or Contractors/Consultants



Allowable Activities

Construction & Renovation

Of a **primary/main** Emergency Operations Center (EOC)

- Construction (up to \$1 million)
New building or expanding footprint of an existing facility
- Renovation (up to \$250,000)
Internal improvements to an existing EOC



Allowable Activities

Maintenance & Sustainment

EMPG Program funds can be used for:

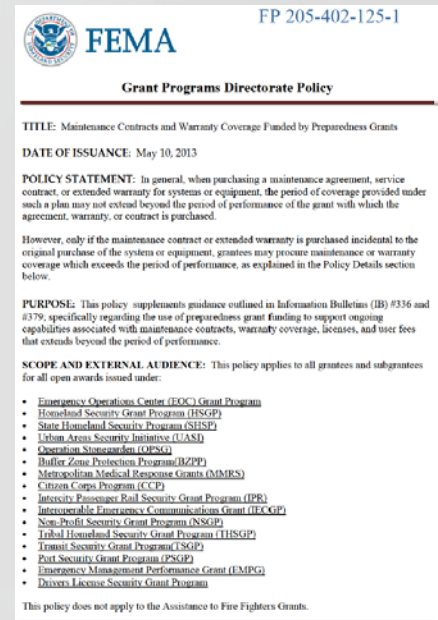
- Maintenance Contracts
- Warranties
- Repair/Replacement Costs
- Upgrades
- User Fees
- Licenses



Allowable Activities

Maintenance and Sustainment (Continued):

- With the exception of maintenance plans purchased incidental to (i.e., at the same time and under the same subaward as) the original purchase of the system or equipment, the period covered by a maintenance agreement or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty, and address the requirements identified in FEMA Information Bulletin (IB) 379.
- Grant funds may be used to cover only the portion of the service that occurs during the FY17 EMPG subaward period of 7/1/17 – 6/30/18.



Allowable Activities

Management & Administration (M&A):

M&A costs are necessary costs incurred in direct support of the grant or as a consequence of the grant.

EMPG Program funds can be used for:

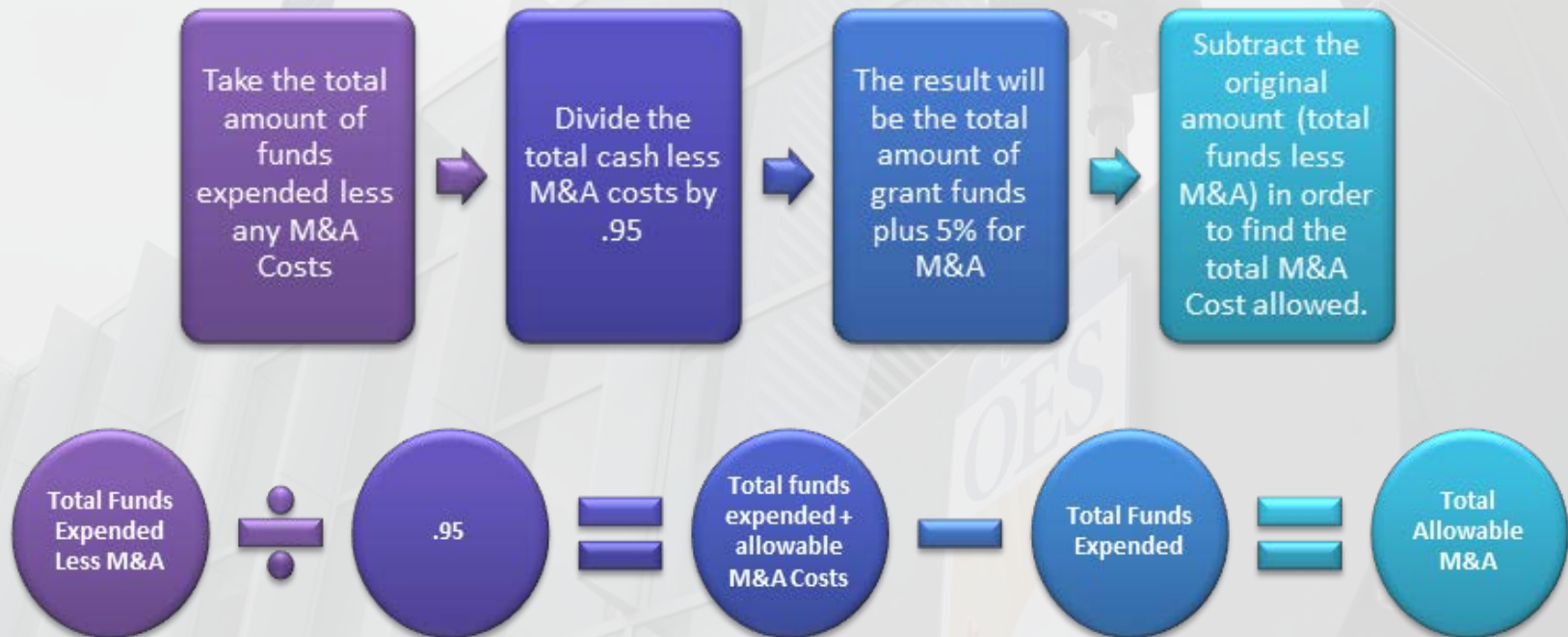
- Activities directly relating to the management and administration of EMPG
- Financial management and reporting
- Oversight of those involved in the operational aspects of the grant

For M&A costs purposes:

- OAs may use up to five percent (5%) of their subaward
- Ultimately, M&A costs reimbursed can only be 5% of the expended federal share



M&A Formula



In other words:

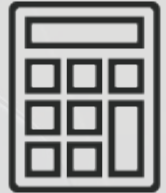
$(X/.95) - X = \text{Allowable M\&A based on funds expended}$

~Where X = Expended Funds – M&A Costs~



Allowable Activities

Indirect costs:



Method One

- The applicant has an approved indirect cost rate with the cognizant Federal agency.
- At the time of application, a copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required.

Method Two

- OAs may claim the 10% De Minimis Rate if they:
- Have never received a negotiated indirect cost rate
- Receive less than \$35M in direct federal funding per year
- Complete all Indirect Cost-related entry fields in the FMFW

Indirect costs will be evaluated as part of the application for federal funds to determine if allowable and reasonable. Documentation must be retained.

Pulse Check



True or False?

The use of EMPG funds to pay for Construction or Renovation costs of a **Back-Up/Alternate** EOC are allowable.

FALSE



Pulse Check

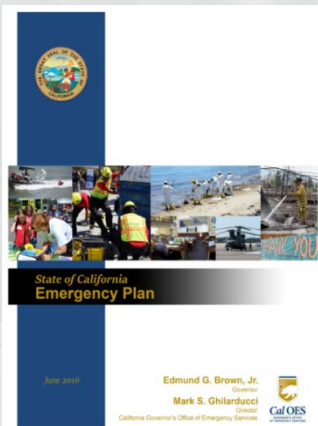


True or False?

The following are allowable EMPG activities:

Planning—Organization—Equipment—Training—Exercises

TRUE





2017 EMPG Application Workshop



Emergency Management Performance Grant Program

Requirements



EMPG Requirements

- **TEP/MY-TEP**
- **EMPG-Funded Personnel**
- **Exercise**
- **Training**
- **AAR/IP**
- **Performance Reports**



Multi-Year Training and Exercise Plan (TEP/MY-TEP) Requirement:

- [illegible]

[illegible]



EMPG Requirements

MY-TEP submission process:

Must be emailed to:

- EMPG Program Specialist
- MY-TEP Point of Contact (POC) –
Elaine Viray at exercise@caloes.ca.gov

By no later than September 30, 2017





EMPG Requirements

EMPG-Funded Personnel:

- EMPG Program-funded personnel are any personnel paid at any percentage with EMPG funding, including M&A staff
- EMPG-funded personnel shall complete EMPG training and exercise requirements





EMPG Requirements

Exercise Requirement:

All EMPG Program-funded personnel shall:

- Participate in no less than three exercises in a 12-month period
- 12-month period shall be the subaward performance period
July 1, 2017 – June 30, 2018
- EMPG Program-funded personnel are any personnel paid at any percentage with EMPG funding, including M&A staff.





EMPG Requirements

Training Requirement:

All EMPG Program-funded personnel shall:

- Complete all EMPG training requirements by June 30, 2018

Either Option 1 or Option 2

- Option 1:

NIMS Training

FEMA Professional Development Series (PDS)

- Option 2:

National Emergency Management Basic Academy

EMI Basic Academy Online Prerequisites





EMPG Requirements

Training Requirement Option 1:

National Incident Management System (NIMS) Training:

- IS 100.b Intro to ICS
- IS 200.b ICS for Single Resources and Initial Action Incident
- IS 700.a Intro to NIMS
- IS 800.b Intro to NRF

FEMA Professional Development Series (PDS):

- IS 120.a Intro to Exercises
- IS 230.d Fundamentals of Emergency Management
- IS 235.c Emergency Planning
- IS 240.b Leadership and Influence
- IS 241.b Decision Making and Problem Solving
- IS 242.b Effective Communication
- IS 244.b Developing and Managing Volunteers



FEMA | *Emergency
Management
Institute*



EMPG Requirements

Training Requirement Option 2:

National Emergency Management Basic Academy:

- E/L0101, Foundations of Emergency Management – 10 days (80 hours)
- E/L0102, Science of Disaster – 3 days (approximately 24 hours)
- E/L0103, Planning Emergency Operations – 2 days (16 hours)
- E/L0104, Exercise Design – 2 days (16 hours)
- E/L0105, Public Information and Warning – 2 days (16 hours)

EMI Basic Academy Online Prerequisites:

- IS-100 (any version), Introduction to ICS
- IS-700 (any version), Intro to NIMS (3 hours)
- IS-800.b Intro to NRF (3 hours)
- IS-230.d Fundamentals of Emergency Management (10 hours)



FEMA

*Emergency
Management
Institute*



EMPG Requirements

After Action Report/Improvement Plan (AAR/IP) Requirement:

An AAR/IP must be:

- Completed by the host of any EMPG-funded exercise
- Submitted, no later than 90 days after completion of the exercise, to:
 - 1) Your EMPG Program Specialist
 - 2) The HSEEP email address at hseep@fema.dhs.gov
- All AARs must be submitted by no later than June 30, 2018





EMPG Requirements

Performance Report Requirements:

- Subrecipients must submit Quarterly Performance Reports
- Performance Reports capture required data for EMPG-funded activities
- Submit reports electronically to Cal OES for review/vetting so any needed adjustments can be identified and addressed prior to submitting the final report with wet signature

FY17 Emergency Management Performance Grant (EMPG) Performance Report			
<small>Note: All performance reports for FY17 EMPG are cumulative. The performance report must be updated quarterly with cumulative information. As a result, all filled data will be reported successively in an ongoing fashion. Therefore, all reported data provided previously submitted EMPG performance reports must be included in all subsequent EMPG performance reports submitted throughout the FY17 EMPG Program award period.</small>			
Part I: General Information Provide the following required general information.			
Jurisdiction:			
Cal OES ID#			
Date of Report: <small>This date must be the last day of the quarter to which you are reporting.</small>			
Click here to enter a date.			
Reporting Period: Choose an item.			
Subaward Number:			
Part II: Grant Activities Report on activities and/or projects supported with FY17 EMPG Program funds.			
Activity	Tasks To Be Completed	Status	Activity Summary
<small>The "Activity" identified must coincide with the Project Name and Project Dates identified in the subrecipient's Cal OES approved Financial Management Form Workbook (FPMF).</small>	<small>List the specific task(s) to be completed that are associated with the corresponding FPMF Project Name and Dates.</small>	<small>Indicate if this project is: On-Target, On-Track, Complete, Delayed (explain), or Cancelled from the day-to-day events.</small>	<small>Describe what new data from start to finish on this activity for each quarter.</small>
Project A:		Choose an item.	1st Quarter
			2nd Quarter
			3rd Quarter



Pulse Check



True or False?

If an EMPG-funded person participated in only two (2) exercises during a 12-month period they will have fully met the EMPG Exercise Requirement.

FALSE





Emergency Management Performance Grant Program

Restrictions



EMPG Restrictions

- **EHP Compliance**
- **Critical Emergency Supplies**
- **Controlled Equipment**
- **SAFECOM Compliance**
- **Maintenance and Sustainment**
- **Training Feedback Number**
- **Noncompetitive Procurements**
- **Unallowable Costs**



EMPG Restrictions

Environmental Planning & Historic Preservation (EHP) Compliance:

EMPG-funded projects or activities with the potential to:

- Impact natural, biological, or historic resources
- Involving installation

Cannot be initiated until FEMA has completed their EHP review.

Examples: trainings, drills or FSEs that include:

- Explosive, chemical, biological, radiological, or fire scenarios
- Land, water, or vegetation disturbance
- Building of temporary structures

All EHP-related documents must be received by your EMPG Program Specialist by no later than December 31, 2017





EMPG Restrictions

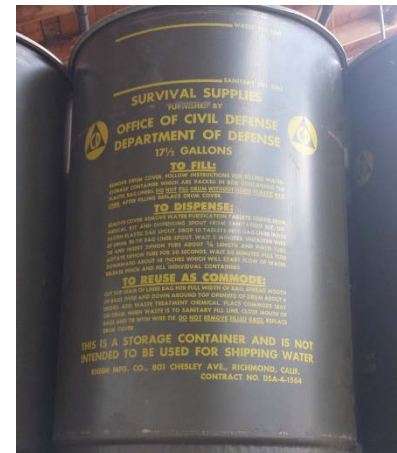
Critical Emergency Supplies (CES):

Special rules apply to CES items. These items are:

- Shelf Stable Food Products
- Basic Medical Supplies
- Emergency Water Rations

Subrecipients wishing to purchase any of these items must submit to Cal OES a written request, on agency letterhead and with an Authorized Agent's signature, that addresses the following items:

- An effective Distribution Strategy
- The Sustainment Costs for the items
- A viable Inventory Management Plan





EMPG Restrictions

CES (Continued):

- All CES purchases require **prior Cal OES approval** before the purchase is made
- If a CES purchase exceeds \$100,000 in total costs, it requires approval from both Cal OES and FEMA

Purchase < \$100,000
Cal OES Approval

Purchase > \$100,000
Cal OES + FEMA Approval





EMPG Restrictions

Controlled Equipment:

In order to purchase Controlled Equipment, subrecipients are required to:

- **Await Cal OES approval prior to the acquisition of the controlled equipment.**
- Submit their request for authorization to purchase Controlled Equipment to Cal OES using the FEMA Controlled Equipment Request (Form 087-0-0-1)
- Have written policies and protocols in place prior to acquisition as outlined in IB 407a
- Submit requests to Cal OES at the time of application, or as soon as possible, but no later than **December 31, 2017**





EMPG Restrictions

Controlled Equipment:

AEL items are considered Controlled Equipment if either applies:

1. **Armored:** purpose-built or modified to provide ballistic protection to its occupants
2. **Tactical:** purpose-built to operate on- and off-road in support of military[-style] operations.





EMPG Restrictions

Controlled Equipment:

12VE-00-CMDV - Vehicle, Command, Mobile

Description:

Mobile command vehicles for use at incident scene.

12VE-00-SPEC - Vehicle, Specialized Emergency Management

Description:

Specialized vehicles for emergency management operations. This category includes special-purpose vehicles for the transport of response equipment and personnel to incident sites which may have limited or restricted access as a result of an emergency or disaster.

12VE-00-MISS - Vehicle, Specialized Mission, CBRNE

Description:

Specialized vehicles designed to support specific CBRNE mission area requirements. Examples include deployment vehicles, tactical intervention vehicles, hazmat units, communications units, bomb response units, mobile morgue units, and special transport units such as all-terrain vehicles (ATVs), 2-wheeled personal transports for fully suited bomb technicians, and robot trailers designed to accommodate special mission equipment and accessories.

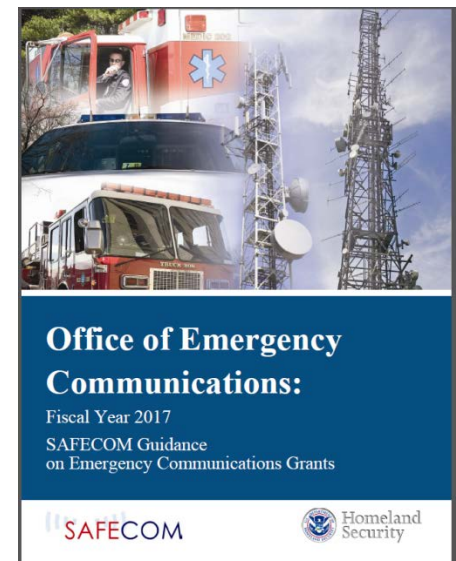


EMPG Restrictions

SAFECOM Compliance:

Subrecipients must comply with the most recent version of the SAFECOM Guidance on Emergency Communications Grants.

- Applies to emergency communication projects paid for in part or whole by EMPG (example: P25 compliant/interoperable radios)





EMPG Restrictions

Maintenance and Sustainment:

Maintenance and Sustainment costs must identify in the Project Description:

- The AEL Number and Title of the Equipment being maintained or sustained
- The length/duration of the coverage and type of coverage
- Whether or not the maintenance package/warranty/etc. is being purchased at the same time as the equipment or if the package is a stand-alone purchase for pre-existing equipment

Additional information can be found in the Grant Program Directorate (GPD) Maintenance Policy located on Cal OES's EMPG webpage

Project Description

Pay for user fees associated with the County's web-enabled emergency management communications system known as WebEOC.

AEL #:

04AP-05-CDSS

AEL Title:

Systems and Tools, ICS

Duration of Service:

7/1/17-6/30/18

Scenario:

Maintenance & Sustainment package for pre-existent equipment.



EMPG Restrictions

Training Feedback Number:

- For EMPG, a Training Feedback Number must be obtained no later than 30 days prior to the training event.
 - A Training Request Form is required to obtain a feedback number
- The forms may be found here:
<https://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm>
- A tutorial on “Obtaining a Training Feedback Number” is located on Cal OES’s EMPG webpage:
- For Training Feedback Number assistance contact:

Melanie Lusi

melanie.lusi@caloes.ca.gov

(916) 845-8745.

Training Request Form
Training Officer (POC)

First Name	
Last Name	
Email	
Phone Number	
Course Title	
DHS/State Catalog Number	
Level of Training	
Number of Individuals	
Disciplines Trained	<input type="checkbox"/> Law Enforcement <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> Emergency Management Agency <input type="checkbox"/> Fire Service <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Public Works <input type="checkbox"/> Governmental Administrative <input type="checkbox"/> Public Safety Communications <input type="checkbox"/> Health Care <input type="checkbox"/> Public Health <input type="checkbox"/> Other
Training Provider	
Course From Date	select
Course To Date	select
State	
Urban Area	Anaheim
Sponsoring Jurisdiction	
Total Cost	
Grant Program	CCP
Grant Year	2016



EMPG Restrictions

Noncompetitive (Sole Source) Procurements:

Noncompetitive procurements include, but are not limited to, procurements involving a single source or inadequate competition.

Per 48 C.F.R. Subpart 2.1, noncompetitive procurements **exceeding \$150,000** require:

- Prior, written Cal OES approval
- Prior, written approval from the Subrecipient's Purchasing Agent

A copy of the Subrecipient Purchasing Agent's approval must be submitted as part of the request for Cal OES approval to proceed with the noncompetitive procurement.

Part of a Procurement over 150k	Sole Source Involved	Hold Trigger
Yes	Yes	Sole Source Procurement (over 150k) Hold



EMPG Restrictions

Unallowable Costs:

- Expenditures for weapons systems and ammunition
- Purchases of Prohibited Equipment. Refer to IB 407a, *Use of Grant Funds for Controlled Equipment*, for the complete details.
- Costs to support the hiring of sworn officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety duties and responsibilities
- Activities and projects unrelated to the completion and implementation of the EMPG Program
- Items purchased where EMPG funds were used to supplant existing funds





Pulse Check



What is the last day that FY17 EMPG-related EHP requests can be sent to Cal OES for review and approval?

- ~~A) June 30, 2018 (Performance Period End Date)~~
- B) December 31, 2017 (Halfway through the Performance Period)**
- ~~C) 60 days before the end of the Performance Period~~



2017 EMPG Application Workshop



Emergency Management Performance Grant Program

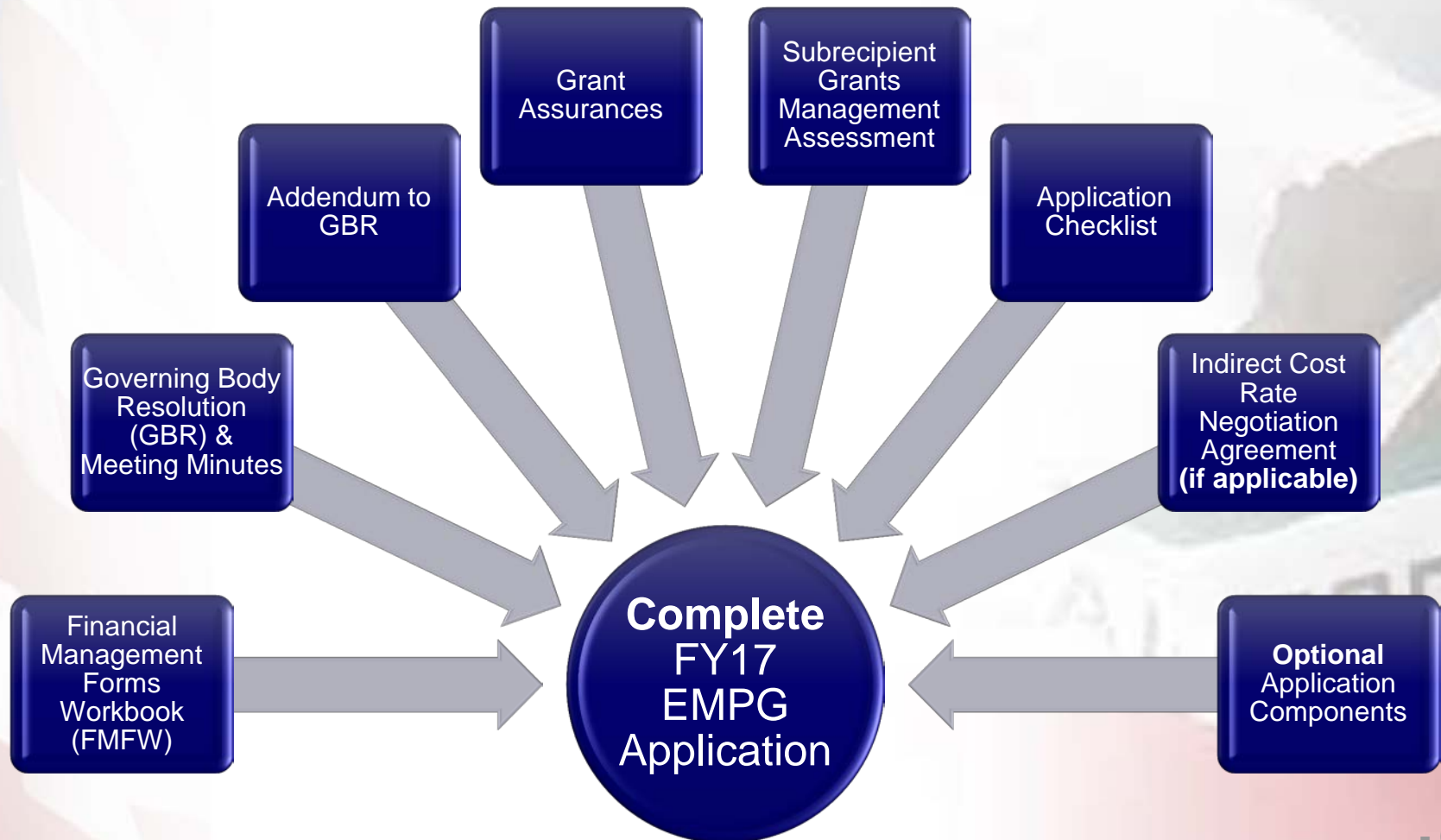
Application Components



EMPG Application Components

- Financial Management Forms Workbook (FMFW)
- Governing Body Resolution (GBR) & Meeting Minutes
- Addendum to GBR
- Grant Assurances
- Subrecipient Grants Management Assessment
- Application Checklist
- Indirect Cost Rate Negotiation Agreement (if applicable)
- Optional Application Components

EMPG Application Components



EMPG Application Components

Financial Management Forms Workbook (FMFW)

Contains all EMPG project information and financial data

- Each tab of the FMFW must be included with the initial application package
 - If a tab will not be used, indicate “N/A” on the tab
- If you need assistance with or have questions about completing the FMFW, please contact your Program Specialist.

Discipline	Solution Area	Solution Area Sub-Category	Total Obligated	Amount Approved Previous	Amount This Request	Match Amount	Total Approved	Remaining Balance	Percentage Expended
			130,000	-	-	130,000	-	130,000	
EMG	Organization	Staffing	100,000			100,000		100,000	
EMG	Equipment	Interoperable Communications Equipment	10,000			10,000		10,000	
EMG	Maintenance & Sustainment	User fees	20,000			20,000		20,000	



EMPG Application Components

Governing Body Resolution(GBR)&Meeting Minutes:

The GBR appoints the **Authorized Agent(s)** responsible for executing all grant related business. If the GBR identifies:

1. A **PERSON**, a newly signed **GBR** will be need to change the Authorized Agent
2. A **TITLE**, a new **GBR Addendum** will be needed to change the Authorized Agent

Universal GBRs are good for 3 years as long as the majority (3 of 5) of Board Members remain on the board. A new copy of the GBR must be submitted if it has not been executed for the current year.



Governing Body Resolution

BE IT RESOLVED BY THE _____
(Governing Body)

OF THE _____ THAT
(Name of Applicant)

_____, OR
(Name or Title of Authorized Agent)

_____, OR
(Name or Title of Authorized Agent)

_____, OR
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subawarded through the State of California.

Passed and approved this _____ day of _____, 20____

Certification

I, _____, duly appointed and
(Name)

_____ of the _____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

_____ day of _____

(Official Position)

(Signature)

(Date)

List Authorized Agents by name or title. Title is recommended.

Self Certification is not allowed. If the person's name appears in the upper portion as an Authorized Agent, then that person cannot sign the Certification portion of the GBR.

EMPG Application Components

GBR & Meeting Minutes:

The Meeting Minutes:

- Are a **new requirement** for the FY17 EMPG Program
- Must be the minutes of the Council meeting in which the GBR was approved by the Board
- Must be submitted alongside the GBR at the time of application





EMPG Application Components

GBR Addendum:

The GBR Addendum must:

- Be submitted on the Subrecipient's letterhead
- Include the following details for each Authorized Agent on the GBR:
 - Name
 - Title
 - Jurisdiction (OA/County)
 - Email Address
 - Full Mailing Address
 - Phone and Fax Numbers

Note that Authorized Agents **may not** designate someone to sign for them.



EMPG Application Components

Grant Assurances:

- List the subaward requirements that the Subrecipient is agreeing to
- A newly signed Grant Assurances form must be submitted for FY17
- Failure to comply with any of the assurances or certifications may result in suspension, termination, or reduction of funds
 - Before taking action, the State will provide the subrecipient reasonable notice of intent to impose corrective measures
 - The State will make every effort to resolve any problem informally if possible
- Includes NIMS Adoption, in compliance with HSPD-5.
 - Certifies the OA will complete the NIMS Implementation Tool



**Standard Assurances
For All Cal OES Federal Grant Programs**

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) California Supplement to the NOFO; and
- (d) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the Office of Management and Budget (OMB) and can be found at <http://www.whitehouse.gov/omb/>.

Significant state and federal grant award requirements (some of which appear in the documents listed above) are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain written authorization from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body, and
- (d) The official executing this agreement is, in fact, authorized to do so.

This Proof of Authority must be maintained on file and readily available upon request.

38. Use of DHS Seal, Logo, and Flags

All recipients must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the Department of Homeland Security Standard Terms and Conditions 2017, Version 7.1, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: _____

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title: _____ Date: _____

Name and title of the person signing must strictly match what is identified on the Governing Body Resolution (GBR) & GBR Addendum.



**Standard Assurances
For All Cal OES Federal Grant Programs**

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) California Supplement to the NOFO; and
- (d) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the Office of Management and Budget (OMB) and can be found at <http://www.whitehouse.gov/omb/>.

Significant state and federal grant award requirements (some of which appear in the documents listed above) are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

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- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body, and
- (d) The official executing this agreement is, in fact, authorized to do so.

This Proof of Authority must be maintained on file and readily available upon request.

38. Use of DHS Seal, Logo, and Flags

All recipients must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the Department of Homeland Security Standard Terms and Conditions 2017, Version 7.1, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: _____

Signature of Authorized Agent: _____

_____ Agent: _____

_____ Date: _____

Every page
requires initials



EMPG Application Components

Subrecipient Grants Management Assessment:

The Subrecipient Grants Management Assessment is required by 2 C.F.R. § 200.331 and evaluates the:

- Risk of noncompliance with federal statutes, regulations, and grant terms and conditions
- Amount of experience each Subrecipient has in the management of federal grant awards
- Level of technical assistance, training, and oversight necessary during the Performance Period

The questionnaire must be completed and returned with your application.



**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient:		DUNS #:	FIPS #:
Grant Disaster/Program Title:			
Performance Period: to		Subaward Amount Requested:	
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	Select ▾
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	Select ▾
3. How many grants does your organization currently receive?	Select ▾
4. What is the approximate total dollar amount of all grants your organization receive?	
5. Are individual staff members assigned to work on multiple grants?	Select ▾
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Select ▾
7. How often does your organization have a financial audit?	Select ▾
8. Has your organization received any audit findings in the last three years?	Select ▾
9. Do you have a written plan on how you charge costs to grants?	Select ▾
10. Do you have written procurement policies?	Select ▾
11. Do you get multiple quotes or bids when buying items or services?	Select ▾
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	Select ▾
13. Do you have procedures to monitor grant funds passed through to other entities?	Select ▾

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent)	Date:
Print Name:	Print Title:



EMPG Application Components

FY 2017 EMPG Program Application Checklist:

The Application Checklist is

- Designed to assist in ensuring the submission of completed applications
- Used by EMPG Program Specialists to review applications for completeness

FY17 Emergency Management Performance Grant Program Application Checklist

Subrecipient Name: <input type="text"/>				
Cal OES ID # <input type="text"/>				
Checklist Items	Yes	No	N/A	Comments
I. Grant Subaward Face Sheet				
1. The Subrecipient is complete (Example: County of Sacramento or Sacramento County).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
1a. The nine digit Federal DUNS number for the County is provided and is current, per https://www.sam.gov .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Accuracy and attention to detail will help to expedite the review process.



EMPG Application Components

Indirect Cost Rate Negotiation Agreement:

If Indirect Costs will be billed to the FY17 EMPG subaward:

1. A copy of the Negotiated Indirect Cost Rate Agreement (ICRA) must be submitted with the application
2. The ICRA must be current, valid, and approved by the agency's cognizant Federal entity

Subrecipients who claim the 10% De Minimis Rate must indicate so on the FMFW's Subaward Face Sheet, Indirect Costs tab, and ICR Summary tab



EMPG Application Components

Optional Components:

- **Excess Funds Statement Form**
 - To be completed if you do not believe you can spend your entire EMPG allocation for FY17
- **Additional Project Using Excess Funds Form**
- **Additional Project Using Excess Funds Detailed Budget Form**
 - Both of the above forms must be completed if you would like to request additional funds for a one-time, EMPG-eligible project that can be completed on short notice within the regular Performance Period.





**FY17 Emergency Management Performance Grant
Excess Funds Statement Form**

Applicant: _____ County _____
(County)

Contact Information:

_____	_____
<i>Authorized Agent Mailing Address</i>	<i>Name/Title</i>
_____	_____
<i>City, State, Zip Code</i>	<i>Area Code/Office Telephone Number</i>

	<i>E-Mail Address</i>

Certification and Signature of Authorized Agent

I hereby certify that I am vested with the authority and have the approval of the County Board of Supervisors to execute for and on behalf of the County of _____, any actions necessary for the purpose of obtaining FY17 Emergency Management Performance Grant (EMPG) Program funds provided by the U.S. Department of Homeland Security (DHS) and subawarded through the State of California (Cal OES). With that said, it has been identified that the FY17 EMPG funds allocated to the County of _____ in the amount of \$ _____ cannot be completely expended by the conclusion of the performance period. To that end, the County of _____ would like to return to Cal OES the excess FY17 EMPG funds in the amount of \$ _____. The remaining balance of \$ _____ will be expended in accordance with the laws, regulations, and guidance documents that apply to this grant program.

_____	_____
<i>Signature of Authorized Agent</i>	<i>Printed Name</i>
_____	_____
<i>Title</i>	<i>Date</i>

For Cal OES USE ONLY

Form Reviewed/Approved: _____
Unit Supervisor (or Designee) Signature Date

Subaward Performance Period: July 1, 2017 to June 30, 2018

Cal OES ID #: -00000 CFDA #: 97.042 Award #: EMF-2017-EP-00007



FY17 EMPG

Additional Project Using Excess Funds Form (if available/selected)

Project Name (Insert a Project Name)

National Preparedness Goal (NPG) Mission Area(s):	
NPG Core Capability(Capabilities):	
Cal OES Goal(s):	
Detailed Project Description (List all Equipment by AEL Number and Title and Identify Quantity):	
Project Timeline/Duration:	
Budget Narrative (Explain in words what the funds will be used for.)	

Does project include any of the following restrictive activities (that require a additional review/approval processes): Installation (Any Type); Ground Environmental Disturbance; Controlled Equipment; Critical Emergency Supplies/Food & Water?

Yes ☐ No ☐ Select the appropriate Yes/No box (by double clicking on right, mouse button).

Priority #:

Priority #: If submitting more than one request form, identify the priority of the projects, in order of importance and desire to be funded, using a scale, with "1" being the most favored. EX: 1 (one) would be the highest priority project to be funded; 2 (two) would be the second to highest priority; and 3 (three) would be the third highest priority, etc.

Is the applicant willing to accept partial grant funding on this project?

Yes ☐ No ☐ Select the appropriate Yes/No box (by double clicking on right, mouse button).

Minimum partial, grant funding that would be accepted: \$

If partial grant funding would be accepted, identify in whole dollars, the minimum amount in Federal share, or 'grant' funding that would be accepted for this project. For EX: If \$100,000 in EMPG is requested but the applicant would accept a minimum of \$50,000 in EMPG for this project. Do NOT include the dollar amount required to meet match

Additional Project Using Excess Funds Detailed Budget

Agency Name:

FY17 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

Project Name:

Personal Services							
Position	# of positions	Monthly Salary	# of Months on project	% of time on project	Total	Current Position Fund	Functional Role
					-		
					-		
					-		

Personal Services Cost Summary	
Permanent Salaries	
Temporary Help	
Staff Benefits	
Total Personal Services	-
Operating Expense & Equipment	
General Expense	
Printing	
Postage	
Travel In-State	
Consultant & Prof - Internal	
Consultant & Prof - External	
Data Processing	
Equipment	
Other Items	
Indirect Cost	
Total Oper Expense & Equip	-
TOTAL PROPOSED PROJECT BUDGET	
NOTE: Federal Share, or "EMPG Grant Funds" Only / Do NOT include Match Requirement Costs	
	-

Pulse Check

Which of the following are new required EMPG Program Application Components?

- ✗ 1) Financial Management Forms Workbook (FMFW)
- ✗ 2) Excess Funds Statement Form
- ✓ 3) Subrecipient Grants Management Assessment
- ✗ 4) Environmental and Historic Preservation Request Form
- ✓ 5) Governing Body Resolution Meeting Minutes





APPLICATION SUBMISSION DATES

- **Electronic copies** of all completed FMFWs and other application components are due to your Cal OES EMPG Program Specialist by no later than **August 28, 2017**
- **Signed, hardcopy** applications must be received by your Cal OES EMPG Program Specialist by no later than **September 18, 2017**



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

A large, faint, light-colored graphic of a bear walking to the left, with a five-pointed star above it, serves as a background for the title text.

2017 EMPG Application Workshop



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



Emergency Management Performance Grant Program

FMFW + Match Tab

FMFW + Match Tab

- The EMPG-specific FMFW has been revised and updated for the FY17 EMPG.
 - How activities and costs used to satisfy the EMPG Match Requirement are identified on the FMFW's Match tab
 - Subrecipients will now select the Solution Area and Solution Area Subcategory that are reflective of the activities and costs expended by the Subrecipient that are being used to satisfy the EMPG dollar-for-dollar match requirement.

FMFW + Match Tab

On the Match Tab:

- Select a Solution Area from the drop-down list that aligns to the activities/costs used to meet the EMPG Match Requirement.
- Select a Solution Area Sub-Category from the drop-down list that aligns to the activities/costs used to meet the EMPG Match Requirement.

Since the EMPG Program has a dollar-for-dollar match requirement, for every dollar in Federal funds (EMPG) expended, subrecipients must also expend a dollar in Local funds (Match).

FMFW + Match Tab

Project	Direct/Subaward	Project Name	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Type of Match	Total Obligated Match
								130,000
B	Direct	P25 Radios / Match Source - OES Personnel Costs	EMPG	EMG	Organization	Staffing	Cash Match	10,000

Match Project Name "OES Personnel Costs"

Solution Area selected (Organization)

Solution Area Sub-Category (Staffing)

All coincide with the actual activities/costs used to meet the EMPG Match Requirement



FMFW + Match Tab

EMPG Projects can be conjointly paid for using both federal grant and local match funds in one of two methods. Two methods include:

Method 1 – “Go Halvsies”:

50% Federal funds (EMPG) / 50% Local funds (Match)

Method 2 – Entirely Paid for with Federal Funds (EMPG):

100% Federal funds (EMPG) / 0% Local funds (Match)



FMFW + Match Tab

Method 1 - EXAMPLE

Instructions	Auth. Agent	Specific	PROJECT DESCRIPTIONS					
<small>Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.</small>			CFDA #		EMPG 97.042			
			CLEAR		LEDGER TYPE:		Initial Application	
			Initial App.		Today's Date:		8/4/2017	
<div> <div>SELECTION</div> <div>SELECTION</div> <div>SELECTION</div> </div> <div> <div>ROW</div> <div>ROW</div> <div>ROW</div> </div>			ROW SIZE 145	AUTO FIT ROWS	NEW MOD REQUEST	NEW MOD ITEM	MOD	Approval: Cal OES ONLY Date & Initials (Prog. REP.):
Project	NPG Mission Area	NPG Core Capabilities	Cal OES Goals	Project Description	Match Description	Need	Project Milestone & Justifications	
Project B	Response	Operational Communications	Goal 6: Strengthen capabilities in public safety communication services and technology enhancements	<div> Purchase P25 portable radios to enable OES staff to communicate with other agencies and mutual aid response teams in emergencies, as well as comply with federally mandated narrowbanding compliance. </div>	<div> The cash match will come from County general funds used to pay for 50% of the portable radios total costs. Project B costs will be paid for by 50% Federal funds (EMPG) and 50% Local funds (Match). </div>	The Federal Communications Commission (FCC) is mandating all public safety licensees convert existing 25 kHz radio systems to minimum narrowband 12.5 kHz efficiency technology. The purpose of the narrowband mandate is to promote more efficient use of the VHF and UHF land mobile frequency bands. Unfortunately, many critical emergency response radio systems used today in the County still operate on 25 kHz radio channels. These P25 radios will assist the County to work towards complying with the narrowbanding mandate.	At the 6 month mark, this project will be 100 % complete and \$10,000 funds will be expended. At the 12 month mark, this project will be 100 % complete and \$10,000 funds will be expended. At the N/A month mark, this project will be N/A % complete and \$N/A funds will be expended.	

The **cash match will** come from County general funds used to **pay for 50% of the portable radios total costs.**

Project B costs will be paid for by 50% Federal funds (EMPG) and 50% Local funds (Match).



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

FMFW + Match Tab

Method 1 - EXAMPLE

PROJECT LEDGER												
Instructions	Auth. Agent	Specific										
<small>Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook. Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.</small>												
											CFDA #	EMPG 97.042
											CLEAR	LEDGER TYPE: Initial Application
											Initial App.	Today's Date: August 4, 2017
											REIMB Req.	
SELECTION	SELECTION	SELECTION	ROW SIZE 15	ROW SIZE AUTO	FORMULA RESET	NEW REIMB/ MOD REQUEST	NEW MOD ITEM	MOD	Approval: Cal OES ONLY	Date & Initials (Prog. REP.):		
ROW	ROW	ROW										
Project	Direct/Subaward	Project Name	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Total Obligated	Amount Approved Previous	Amount This Request	Match Amount	Total Approved	Remaining Balance
							130,000	-	-	130,000	-	130,000
A	Direct	Emergency Manager	EMPG	EMG	Organization	Staffing	100,000			100,000		100,000
B	Direct	P25 Radios	EMPG	EMG	Equipment	Interoperable Communications Equipment	10,000			10,000		10,000
C	Direct	WebEOC	EMPG	EMG	Maintenance & Sustainment	User fees	20,000			20,000		20,000

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)												
Instructions	Auth. Agent	Specific										
<small>Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook. Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.</small>												
											CFDA #	EMPG 97.042
											CLEAR	LEDGER TYPE: Initial Application
											Initial App.	Today's Date: August 4, 2017
											REIMB Req.	
SELECTION	SELECTION	SELECTION	ROW SIZE 15	ROW SIZE AUTO	FORMULA RESET	NEW REIMB/ MOD REQUEST	NEW MOD ITEM	MOD	Approval: Cal OES ONLY	Date & Initials (Prog. REP.):		
ROW	ROW	ROW										
Project	Direct/Subaward	Project Name	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Type of Match	Total Obligated Match	Previous Match Expended	Current Match	REIMB Request #	Total Match Expended
								130,000	-	-	-	130,000
A	Direct	Emergency Manager	EMPG	EMG	Organization	Staffing	Cash Match	100,000				100,000
B	Direct	P25 Radios	EMPG	EMG	Equipment	Interoperable Communications Equipment	Cash Match	10,000				10,000
C	Direct	WebEOC	EMPG	EMG	Maintenance & Sustainment	User fees	Cash Match	20,000				20,000



FMFW + Match Tab

Method 1 - EXAMPLE

Instructions	Auth. Agent	Specific	PROJECT LEDGER													
<small>Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.</small>													CFDA #	EMPG 97.042		
													CLEAR	LEDGER TYPE:	Initial Application	
													Initial App.	Today's Date:	August 4, 2017	
													REIMB Req.			
SELECTION	SELECTION	SELECTION				ROW SIZE 15	ROW SIZE AUTO	FORMULA RESET	NEW REIMB/ MOD REQUEST	NEW MOD ITEM	MOD	Approval: Cal OES ONLY	Date & Initials (Prog. REP.):			
ROW	ROW	ROW														
Project	Direct/Subaward	Project Name	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Total Obligated	Amount Approved Previous	Amount This Request	Match Amount	Total Approved	Remaining Balance	Percentage Expended			
B	Direct	P25 Radios	EMPG	EMG	Equipment	Interoperable Communications Equipment	10,000	-	-	10,000	-	10,000				

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)																			
EQUIPMENT																			
<small>Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.</small>																			
<small>Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.</small>																			
SELECTION	SELECTION	SELECTION																	
ROW	ROW	ROW																	
Project	Equipment Description & (Quantity)	AEL#	AEL Title	SAFECOM compliance	Funding Source	Discipline	Solution Area Sub-Category	Invoice Number	Vendor	ID Tag Number	% of Federal Funds Used in the Purchase	Condition & Disposition	Deployed Location	Acquired Date	Part of a Procurement over 150k	Sole Source Involved	FORMULA RESET Hold Trigger	NEW REIMB/ MOD REQUEST Approval Date	NEW MOD ITEM Budgeted Cost
B	P25 Radios (10)	OSCP-01-Port	Radio, Portable	Yes	EMPG	EMG	Interoperable Communications Equipment				50%				No	No	No Hold Indicated		10,000

% of Federal Funds Used in the Purchase

50%



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

FMFW + Match Tab

Method 1 - EXAMPLE

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)																
Instructions	Auth. Agent	Specific	MATCH													
<i>Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.</i>												CFDA #	EMPG 97.042			
<div>Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.</div>												CLEAR	LEDGER TYPE:	Initial Application		
												Initial App.	Today's Date:	August 4, 2017		
												REIMB Req.				
SELECTION	SELECTION	SELECTION				ROW SIZE 15	ROW SIZE AUTO	FORMULA RESET	NEW REIMB/ MOD REQUEST	NEW MOD ITEM	MOD	Approval: Cal OES ONLY	Date & Initials (Prog. REP.):			
ROW	ROW	ROW														
Project	Direct/Subaward	Project Name	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Type of Match	Total Obligated Match	Previous Match Expended	Current Match	REIMB Request #	Total Match Expended	Remaining Balance	Percentage Expended		
								130,000	-	-	-	-	130,000			
B	Direct	P25 Radios	EMPG	EMG	Equipment	Interoperable Communications Equipment	Cash Match	10,000					10,000			

FMFW + Match Tab

Method 2 - EXAMPLE

SELECTION			ROW SIZE	AUTO FIT ROWS	NEW MOD REQUEST	NEW MOD ITEM	MOD	LEDGER TYPE:	Initial Application
ROW	ROW	ROW	145					Today's Date:	8/4/2017
Project	NPG Mission Area	NPG Core Capabilities	Cal OES Goals	Project Description	Match Description	Need	Project Milestone & Justifications		
Project B	Response	Operational Communications	Goal 6: Strengthen capabilities in public safety communication services and technology enhancements	Purchase P25 portable radios to enable OES staff to communicate with other agencies and mutual aid response teams in emergencies, as well as comply with federally mandated narrowbanding compliance.	Project B costs will be paid for by 100% Federal funds (EMPG). Other EMPG-eligible costs and activities will be used to meet Project B's match requirement. The Local funds (Match) for this project will be cash match and come from County general funds used to pay for OES Staffs personnel costs.	The Federal Communications Commission (FCC) is mandating all public safety licensees convert existing 25 kHz radio systems to minimum narrowband 12.5 kHz efficiency technology. The purpose of the narrowband mandate is to promote more efficient use of the VHF and UHF land mobile frequency bands. Unfortunately, many critical emergency response radio systems used today in the County still operate on 25 kHz radio channels. These P25 radios will assist the County to work towards complying with the narrowbanding mandate.	At the 6 month mark, this project will be 100 % complete and \$10,000 funds will be expended. At the 12 month mark, this project will be 100 % complete and \$10,000 funds will be expended. At the N/A month mark, this project will be N/A % complete and \$N/A funds will be expended.		

Project B costs will be paid for by 100% Federal funds (EMPG).

Other EMPG-eligible costs and activities will be used to meet Project B's match requirement.

The Local funds (Match) for this project will be cash match and come from County general funds used to pay for OES Staffs personnel costs.



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FMFW + Match Tab

Method 2 - EXAMPLE

Reflects that the \$10,000 in Federal funds (EMPG) was used to pay for 100% of the total purchase costs for the radios.

Instructions			Auth. Agent	Specific	PROJECT LEDGER									
Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Plans Worksheet.														
Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.														
CFDA #														
EMPG 97.042														
CLEAR														
LEDGER TYPE:														
Initial Application														
Today's Date:														
August 4, 2017														
Initial App.														
REIMB Req.														
MOD														
Approval: Cal OES ONLY														
Date & Initials (Prog. REP.):														
Match Amount														
Total Approved														
Remaining Balance														
Percentage Expended														
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)																			
Instructions Auth. Agent Specific			EQUIPMENT																
Iterations to this document may result in delayed application approval, modification requests, or reimbursement request submissions may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.																			
Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.																			
SELECTION SELECTION SELECTION																			
ROW ROW ROW																			
Project	Equipment Description & (Quantity)	AEL #	AEL Title	SAFECOM compliance	Funding Source	Discipline	Solution Area Sub-Category	Invoice Number	Vendor	ID Tag Number	% of Federal Funds Used in the Purchase	Condition & Disposition	Deployed Location	Acquired Date	Part of a Procurement over 150k	Sole Source Involved	Hold Trigger	Approval Date	Budgeted Cost
B	P25 Radios (10)	06CP-01-Port	Radio, Portable	Yes	EMPG	EMG	Interoperable Communications Equipment				100%				No	No	No Hold Indicated		10,000

% of Federal Funds Used in the Purchase

100%

FMFW + Match Tab

Method 2 - EXAMPLE

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)														
Instructions	Auth. Agent	Specific	MATCH											
<small>Versions to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.</small> Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.												CFDA #	EMPG 97.042	
												CLEAR	LEDGER TYPE:	Initial Application
												Initial App.	Today's Date:	August 4, 2017
												REIMB Req.		
SELECTION	SELECTION	SELECTION			ROW SIZE	ROW SIZE	FORMULA	NEW REIMB/	NEW MOD	MOD	Approval:	Date & Initials		
ROW	ROW	ROW			15	AUTO	RESET	MOD REQUEST	ITEM		Cal OES ONLY	(Prog. REP.):		
Project	Direct/Subaward	Project Name	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Type of Match	Total Obligated Match	Previous Match Expended	Current Match	REIMB Request #	Total Match Expended	Remaining Balance	Percentage Expended
B	Direct	P25 Radios / Match Source - OES Personnel Costs	EMPG	EMG	Organization	Staffing	Cash Match	10,000	-	-	-	-	130,000	

Project	Direct/Subaward	Project Name	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Type of Match	Total Obligated Match
								130,000
B	Direct	P25 Radios / Match Source - OES Personnel Costs	EMPG	EMG	Organization	Staffing	Cash Match	10,000

Match Project Name "OES Personnel Costs"

Solution Area selected, (Organization)

Solution Area Sub-Category (Staffing)

All coincide with the actual activities/costs used to meet the EMPG Match Requirement



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Emergency Management Performance Grant Program

Performance Reports

Performance Reports

Quarterly Performance Reports:

Subrecipients must prepare and submit Performance Reports each quarter to report on EMPG Project status, training and exercise data, and other metrics that are required by FEMA

FY17 Emergency Management Performance Grant (EMPG) Performance Report	
Note: All performance reports for FY17 EMPG are <u>cumulative</u> . The performance report must be updated quarterly with cumulative information. As a result, all tallied data will be reported successively in an ongoing fashion. Therefore, all reported data provided in previously submitted EMPG performance reports must be included in all subsequent EMPG performance reports submitted throughout the FY17 EMPG Program award period.	
Part I: General Information	
Provide the following required general information.	
Jurisdiction:	Utopia County
Cal OES ID#	999-00000
Date of Report: <small>This date must be after the last day of the quarters for which you are reporting</small>	10/16/2017
Reporting Period:	1st Quarter - July 1 - Sept 30
Subaward Number:	2017-0007

Performance Reports

Quarterly Performance Reports:

- Subrecipients must prepare and submit Performance Reports each quarter to report on EMPG Project status, training and exercise data, and other metrics that are required by FEMA
- Performance report contents must clearly link to their associated activities and projects on the FMFW

Project	Direct/Subaward	Project Name
A	Direct	Update Emergency Operations Plan
B	Direct	Emergency Manager Position
C	Subaward	City of Pleasantville - Portable Radios
D	Direct	Emergency Operations Center Staff Training
E	Direct	Full Scale Exercise - Commercial Plane Crash

Project C: City of Pleasantville - Portable Radios	Go out to bid for contract. Select vendor. Procure Equipment. Inventory Equipment and Deploy for use.	Not Started	1st Quarter Not yet started 2nd Quarter 3rd Quarter 4th Quarter
Project D: Emergency Operations Center Staff Training	Go out to bid for contract. Select vendor. Obtain Training Feedback Number. Determine logistics for holding Training. Arrange for venue, materials, etc. Create Class Roster.	Complete	1st Quarter Began Request for Proposals. Selected Contractor. Facility, created materials. Obtained Training Facility. Held Training Event. 2nd Quarter



Performance Reports

Quarterly Performance Reports:

Part I: General Information Table

Contains

- General information that identifies the Subrecipient
- Date of the Report
- Reporting Period
- Subaward Number

Part I: General Information	
Provide the following required general information.	
Jurisdiction:	Utopia County
Cal OES ID#	999-00000
Date of Report: <small>This date must be after the last day of the quarters for which you are reporting</small>	10/16/2017
Reporting Period:	1st Quarter - July 1 - Sept 30
Subaward Number:	2017-0007

Performance Reports

Quarterly Performance Reports:

Part II: Grant Activities Table
Contains

- List of all approved EMPG projects and activities
- Status of all approved EMPG projects and activities
- Summary of tasks completed or in progress related to each project

Projects in Part II should clearly link to the FMFW Project Ledger

Part II: Grant Activities			
Report on activities and/or projects supported with FY17 EMPG Program funds.			
Activity	Tasks To Be Completed	Status	Activity Summary
The "Activity" identified must coincide with the Project Letter and Project Name identified in the subrecipient's Cal OES approved Financial Management Forms Workbook (FMFW).	List the specific task(s) to be completed that are associated with the corresponding FMFW Project Letter and Name.	Indicate if this project is: Not Started, On-Time, Complete, Delayed (explain), or Cancelled from the drop-down menu.	Describe what was done from start to finish on this activity for each quarter.
Project A: Update Emergency Operations Plan	Emergency Planner to analyze and update current EOP	On-Time	1st Quarter Analyzing data from Exercises to determine changes needed to EOP 2nd Quarter 3rd Quarter

Performance Reports

Project	Direct/Subaward	Project Name
B	Direct	Emergency Manager Position
C	Subaward	City of Pleasantville - Portable Radios

Project B: Emergency Manager Position	Emergency Management Duties for the County	On-Time	1st Quarter Attended interagency meetings Participated in HazMat spill Exercise Attended FY17 EMPG Application Workshop 2nd Quarter <input type="checkbox"/> 3rd Quarter <input type="checkbox"/> 4th Quarter <input type="checkbox"/>
Project C: City of Pleasantville - Portable Radios	Go out to bid for contract. Select vendor. Procure Equipment. Inventory Equipment and Deploy for use.	Not Started	1st Quarter Not yet started 2nd Quarter <input type="checkbox"/> 3rd Quarter <input type="checkbox"/> 4th Quarter <input type="checkbox"/>

Performance Reports

Quarterly Performance Reports:

Part III: Personnel Data Table

Contains

- The total amount of EMPG funds, Federal and match, allocated to personnel
 - Calculated by totaling ALL EMPG dollars allocated to **staffing** throughout the entire FMFW including the Match tab
- The total number of emergency management personnel (people, not FTEs) supported by EMPG funds
 - Determined by counting all staff listed on the Personnel tab of the FMFW
- Any additional information that is relevant to the funding of personnel

Projects in Part III should clearly link to the FMFW Project Ledger

Performance Reports

FMFW Staffing-Related Items

Expenditure Category	Budgeted Cost
	10,000
Staff Salaries	10,000
Detail	Budgeted Cost
	50,000
Staffing	50,000
Solution Area Sub-Category	Total Obligated Match
Staffing	10,000
Staffing	50,000
Staffing	20,000

\$140,000

Quarterly Performance Report

Part III: Personnel Funding Data

Report data pertaining to emergency management personnel and FY17 EMPG Program funds.

Metric	Total
Identify only the <u>total amount</u> of EMPG Program funds (Federal and match) allocated towards personnel within your Operational Area:	140,000
Identify only the <u>total number</u> Operational Area emergency management personnel (people, not positions) supported (fully or partially) by the EMPG Program.	2
Additional Information:	

Project	Employee Name
A	Dan Martinez
B	Robert Cole

2



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Performance Reports

Quarterly Performance Reports:

Part IV: Training Data Table

Contains

- A list of all EMPG-funded training courses completed during the quarter for which the report applies
- Whether any trainings are EMPG-required courses
- The total number of attendees, both EMPG-funded and otherwise
- Whether the training was identified in the Subrecipient's TEP

Projects in Part IV should clearly link to the FMFW Training tab

Performance Reports

FMFW Training Tab

Project	Direct/Subaward	Course Name
D	Direct	Emergency Operations Center Training

Quarterly Performance Report

Part IV: Training Data							
Report data on training sessions identified on the Financial Management Forms Workbook's (FMFW) Training Tab, that are funded with FY17 EMPG Program funds, as applicable.							
Name of Training	EMPG Required? (Yes/No)		Number of Personnel Trained	Total Number of EMPG Funded Personnel	Total Number of EMPG Funded Personnel That Completed the Course	Was the Training Identified in TEP?	
Emergency Operations Center Training	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	20	2	0	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Performance Reports

Quarterly Performance Reports:

Part V: Exercise Data Table

Contains

- A list of all exercises that are funded, in part or in whole, with EMPG funds during the quarter for which the report applies
- The type of each EMPG-funded exercise
- The total number of attendees, both EMPG-funded and otherwise
- Whether the exercise was identified in the Subrecipient's TEP
- If applicable, the date that the exercise's AAR was completed and sent to Cal OES and HSEEP

Projects in Part V should clearly link to the FMFW Exercise tab

Performance Reports

FMFW Exercise Tab

Project	Direct/Subaward	Exercise Title
E	Direct	Commercial Airlines Crash

Quarterly Performance Report

Part V: Exercise Data										
Report data on exercises identified on the Financial Management Forms Workbook's (FMFW) Exercise Tab, that are conducted in whole or part with FY17 EMPG Program funds, as applicable.										
	Exercise #1		Exercise #2		Exercise #3		Exercise #4		Exercise #5	
Name of Exercise	Commercial Airliner Crash									
Date of Exercise	9/22/2017		Click here to enter a date.		Click here to enter a date.		Click here to enter a date.		Click here to enter a date.	
Type of Exercise	Fullscale		Choose an item.		Choose an item.		Choose an item.		Choose an item.	
Total Number of EMPG Funded Personnel	2									
Total Number of EMPG Funded Personnel Participating in the Exercise	1									
Is the Exercise Identified in TEP?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date AAR Completed	9/29/2017		Click here to enter a date.		Click here to enter a date.		Click here to enter a date.		Click here to enter a date.	
	N/A		N/A		N/A		N/A		N/A	

Performance Reports

Quarterly Performance Reports:

Part VI: EMPG Program-Funded Personnel Training Record
Contains

- A list of **all** personnel that are listed on the Personnel tab
- A list of EMPG-Required training completion dates for EMPG-funded staff **up to the quarter being reported**
- A calculation of the number of trainings required and completed

Staff completing Training Option 2 will report their progress in
Part IX: Other Significant EMPG-Funded Accomplishments

Performance Reports

FMFW Personnel Tab

Project	Employee Name
A	Dan Martinez
B	Robert Cole

Quarterly Performance Report

Part VI: EMPG Program-Funded Personnel Training Record											
Report data on EMPG Program-funded personnel identified on the Financial Management Forms Workbook's (FMFW) Personnel Tab, and their completion of FY17 EMPG required training.											
EMPG Personnel – Name	NIMS Training – Completion Dates (M/D/YY)				FEMA Professional Development Series – Completion Dates (M/D/YY)						
	IS 100	IS 200	IS 700	IS 800	IS 120	IS 230	IS 235	IS 240	IS 241	IS 242	IS 244
Dan Martinez	1/1/14	1/1/14	2/1/14	2/2/14	3/1/15	4/1/15	5/1/16	6/1/16	7/1/16	8/1/16	8/1/16
Robert Cole	12/1/17	1/1/14	1/1/14	1/1/14	1/1/14	1/1/14	1/1/14	1/1/14	1/1/14	1/1/14	1/1/14

Personnel Training Record Calculation

Number of EMPG Funded Personnel =	2	× 11 Required Trainings =	22 Trainings Required	22 Trainings Completed	100 Percentage Completed
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Performance Reports

Quarterly Performance Reports:

Part VII: EMPG Program-Funded Personnel Exercise Record
Contains

- A list of **all** personnel that are listed on the Personnel tab
- The name and date of all exercises completed by EMPG-funded staff
up to the quarter being reported
- A calculation of the number of exercises required and completed

Staff completing Training Option 2 must still report on their exercise completion progress on this table

Performance Reports

FMFW Personnel Tab

Project	Employee Name
A	Dan Martinez
B	Robert Cole

Quarterly Performance Report

Part VII: EMPG Program-Funded Personnel Exercise Record

Report data on EMPG Program-funded personnel identified on the Financial Management Forms Workbook's (FMFW) Personnel Tab, and their completion of FY17 EMPG required exercises (3 exercises in a 12-month period).

EMPG-Funded Personnel – Name	Exercise 1 Input Name of Exercise & Date of Exercise (below)	Exercise 2 Input Name of Exercise & Date of Exercise (below)	Exercise 3 Input Name of Exercise & Date of Exercise (below)
Dan Martinez	EOC Fire Drill 9/15/17		
Robert Cole	Golden Guardian 8/23/17		

Personnel Exercise Data Calculation

Number of EMPG Funded Personnel =	2	× 3 Required Exercises =	6 Exercises Required	2 Exercises Completed	33 Percentage Completed
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Performance Reports

Quarterly Performance Reports:

Part VIII: Multi-Year Training and Exercise Plan (TEP)		
Report on activities pertaining to the completion, submission, and updating of an FY17 EMPG Multi-Year Training and Exercise Plan.		
Question	Response	
Was a Multi-Year TEP submitted electronically to the appropriate Cal OES Exercise Division Point of Contact and EMPG Program Specialist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Was a hardcopy of the Multi-Year TEP submitted to Cal OES, on a one-time basis, with an FY17 EMPG performance report?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Was the Operational Area Multi-Year TEP updated annually, as required under FY17 EMPG?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Select the response that is appropriate to your completion and submission status as of the last day of the quarter that the report applies to

Performance Reports

Quarterly Performance Reports:

Part IX: Other Significant EMPG-Funded Accomplishments

List any other significant accomplishments that occurred that you would like to discuss pertaining to the subrecipients' (as defined in 2 CFR §200.93) use of FY17 EMPG Program funds that were not captured or discussed in other areas of the performance report.

Accomplishments
Great Things!



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Performance Reports

Quarterly Performance Reports:

Part X: Certification of Reported Activities

Have an Authorized Agent sign this form. Print the name, title, and date as well

Part X: Certification of Reported Activities		
<i>I am the duly appointed Authorized Agent and certify that the above activities are true and correct.</i>		
		Edgar Cayce
<i>Signature of Authorized Agent</i>		<i>Printed Name</i>
Emergency Services Manager		October 17, 2017
<i>Title</i>		<i>Date</i>





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Questions?